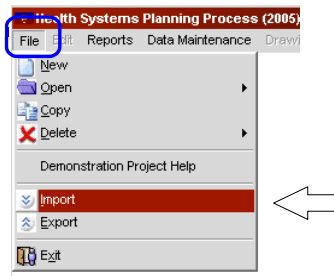# Importing a Project into HSP2005

Due to the updated formats and the improvements that have been incorporated into the 2005 version of the HSP, you will be required to take additional steps when importing a project that was developed in an earlier verison of the system. The following steps will help to guide you through the process.

Note: The appearance of the HSP screens depends on the version of Windows you have. If you are using Windows XP the appearance will be different from the majority of the following screens.
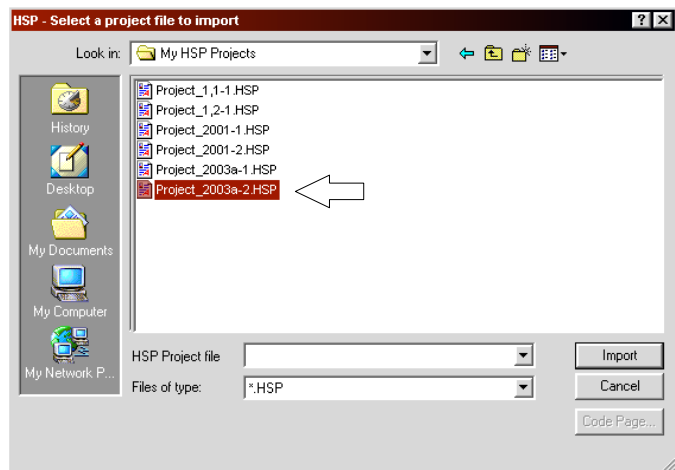
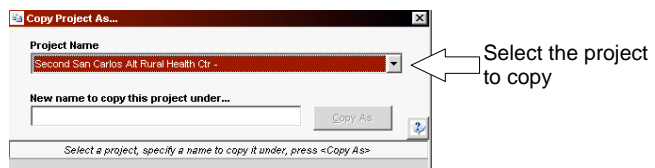| **A. Importing the Project**	
1. After you have opened the 2005 version of the HSP, select File from the menu, then select Import from the drop-down menu. ***Note:*** *The import and export functions are now separate selections on the drop down menu.*	
2. When you select Import from the drop-down menu the "My HSP Projects" directory will open. Select the HSP file that you intend to import. ***Note:*** *The "My HSP Projects" directory was added as part of the 2003a version. When you install the HSP, the directory is automatically created in "My Documents." The HSP will place all exported projects and reports that are created using the file option on the Print Menu in "My HSP Projects" .*	
3. A new graphic progress bar has been added to give you more information on the progress of the import.	

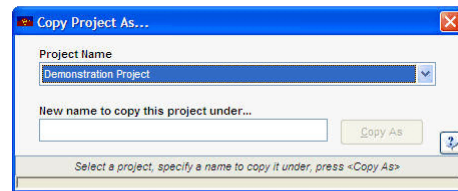| **B. Copying your Project**	
1. After you have imported your project, it is a good practice to copy the project. The copy function is located on the File drop down menu, Refer to A.1. above. ***Note:*** *The system has a new copy screen that is easier to use and allows you to change or modify the project name for easier identification in the file open menu*	Select the project to copy Provide a new or modified name.
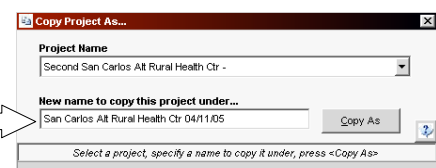
2. The Copy Project As, Help file will give your more information about copying a project. To access the help screen use the button [?] located at the bottom right corner of the screen. *The screen to the right is displayed in Windows XP format.*

Note: By copying your project it allows you to keep one of the file as it appeared in the earlier version for reference. The file will maintain the original values and solution, until you make a change or rerun the Service Area Selection calculation. It is helpful to add the word ORIGINAL to the project name to help in remembering which project is which.

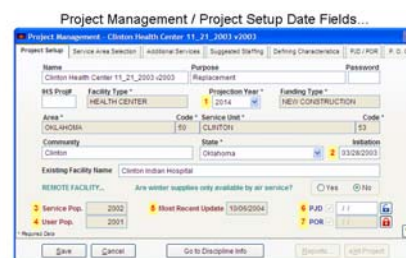## C. Updating the Project

1. Project Management/Project Setup - After you made a copy of your project open the one you intend to update. If the Save button is visible at the bottom select it before going to the next step.

   Note: There have been several changes to this screen; among them are changes to the tabs along the top, a reorganization of the data inputs, and a new appearance.
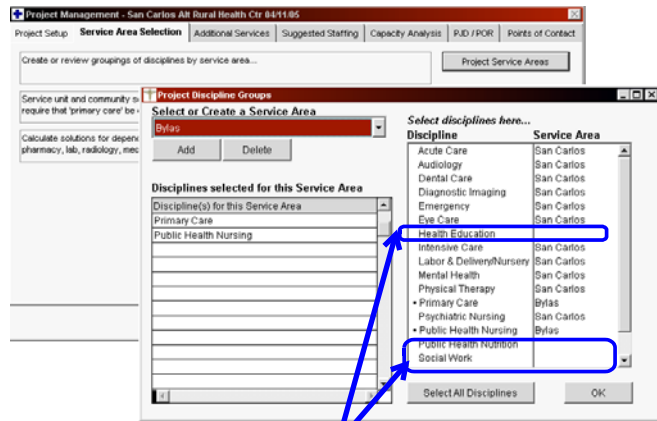

2. Project Management/Project Setup - To gain a better understanding of the Project Setup Date Fields select the help button [?] located at the lower right corner of the project management screen. *The screen to the right is displayed in Windows XP format.*
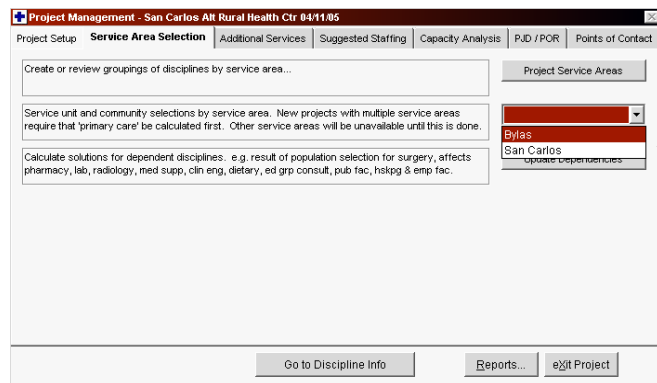
3.	Project Management/Service Area Selection - Go to the Service Area Selection tab and select the Project Service Area button. Review each of your Service Areas and confirm they are correct. Notice that there are three new disciplines available for selection that may need to be place in a Service Area. *Note: There is a new look to the Service Area screen. You can now see which disciplines have been assigned to a service area at a glance. But, remember the assignments will only appear after you leave then return to the screen.*	 New disciplines available for selection
4.	Project Management/Service Area Selection - Next go to the community selection screen for each of your Service Areas.	
5.	Project Management/Service Area Community Selection - Confirm the communities selected and their Market Share for each Service Area. Then make corrections, if required. Afterwards select the Save/Recalculate button in the lower left corner. *Note: There is a new look to the Service Area Community Selection screen. With the new screen you select the Area and the Service Unit on the left side then either select the communities with a market share (some) or use the tag all for the total service unit. If you run in to problems with the screen or want to learn more about it use the help button locat[?] in the lower right hand corner.*	 An all new look
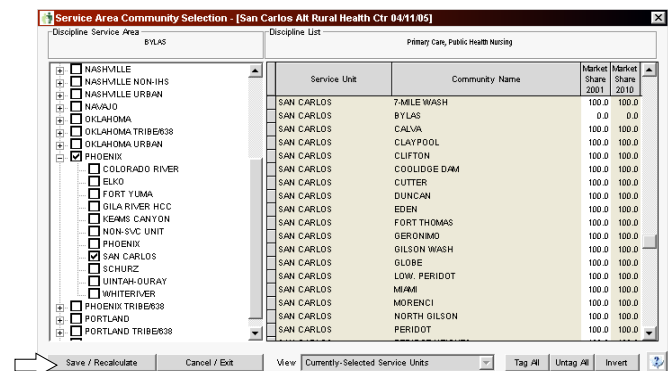
6. **Project Management/Additional Services** - Review the list of Additional Services and determine if it is an inpatient service. If the answer is "YES" check the box to the right of the discipline.

   Note: Review the list of Additional Services (AS). If an AS was added as a temporary method to include exam rooms or beds in anticipation of the 2005 version they need to be Deleted. Additionally, If you have used AS to add space to a discipline you can now add that space directly to the discipline. By adding the space directly to the discipline it will help during the design of the facility.

   Contains space that may be added directly to discipline.

   Space that was added as a temporary solution.

7. **Project Management/Suggested Staffing** - Open the RRM file using the button. This RRM file was automatically created when you updated the community selection in step C.5. above. Complete the required data in the RRM. If you are unable to complete the required information go to the next step then complete the information when it is available.

   Note: This file is maintained as part of the HSP project file and is included when the file is exported. The version of the RRM used in the HSP is dated 10/22/04. You will be required to complete a RRM using the most current version for RRM validation.

   Access to your RRM file.

8. **Discipline Information** - Go to Discipline Information. Open each item listed on each of the discipline tables; i.e., Cross Over, Workload Approval. Verify that any information previously included in the project has been maintained.

   Note: There are several new items listed; i.e., Staffing Allocation, Space Program, Design Notes, Function Drawing. Each of these should be reviewed so you can become familiar with the type of information available. However, on an imported project it is only required that you, as a minimum, open the Staffing Allocation screen (refer to the next item).

   Several new items have been added.

9. <u>Discipline Information/Staff Allocation (Template Discipline)</u> - When you open the staff allocation screen for a template discipline of an imported project, you will need to remove the check form the box at "I want to manually specify planned staffing." *Note:* *This box is automatically checked on imported projects to prevent contamination of staffing information previously included in a project.*	 The check box
10. <u>Discipline Information/Staff Allocation (Template Discipline)</u> - When you remove the check mark the RRM staffing will automatically fill in the Planned staffing. *Note:* *On a template discipline you still have the option to manually specify the staffing. But, remember it will not affect the planned space. The other staffing items you should complete before finishing the project are the Existing total/recurring staffing and the Daytime staffing.*	
11. <u>Discipline Information/Staff Allocation (Out-of-Template Discipline)</u> - If you had previously filled in the staffing for an out-of-template discipline you may elect to keep the box checked. *Note:* *The other staffing items you should complete before finishing the project are the Existing total/recurring staffing and the Daytime staffing.*	